

Olive View-UCLA Medical Center

VACANCY ANNOUNCEMENT

**SENIOR CLERK
OPERATING ROOM**

Position Summary: Seeking a highly motivated, energetic, responsible and customer friendly individual to provide clerical assistance in the procurement of supplies and equipment for the Operating Suite. Some examples of duties are:

- Utilizing commonly used medical terminology will assist in the organization of all supply rooms by creating inventory Excel Spreadsheets, establishing Par Levels, and maintaining spread sheets/ score cards for computerized inventory management.
- Ordering supplies utilizing the GHX Electronic Ordering System; receive, verify and validate received supplies for the Peri-Operative Units. This includes ordering from PHS, contracted, and non- contracted items.
- Using the commonly used medical terminology, will assist with developing, updating, and organizing the Recipe Cards and Physician Preference Cards and coordinate the process of uploading them into electronic intranet site to be utilized by all OR Rooms.
- Inputting data in Operating Room Scheduling Office System (ORSOS)
- Transcribing orders, preparing charts, printing/obtaining lab reports or other diagnostic tests.
- Preparing Daily Report

This position reports directly to the Supervising Staff Nurse and/or Nurse Manager.

Desirable Qualifications:

- Excellent computer skills
- Strong organizational skills
- Able to handle multiple tasks simultaneously
- Able to work with minimal supervision
- Excellent interpersonal skills
- Excellent customer service skills
- Punctual

Must be current and reachable on the Senior Clerk Certification list or current hold the item of Senior Clerk

Submit a copy of your resume, performance evaluation and your attendance documentation for the past two years to:

Susanna Mortimer, RN (smortimer@dhs.lacounty.gov)
Nurse Recruitment Office/ Nursing Administration Room 2C206
14445 Olive View Dr.
Sylmar, CA 91342
Phone: (818) 364-3317
Fax: (818) 364-3326

Subject to closure without prior notice

WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET

***This is not an official examination bulletin**